

Field	Details
Position Name	Sr. Manager
Job Location	HO, Maninagar later on shifting to Shilaj
Other Skill Sets / Exposure	<ul style="list-style-type: none"> Minimum 8 years of work experience in HRD in large and professionally managed organizations.
Min Exp	8
Max Exp	15
Screening Checklist	<p>Key Skills</p> <ul style="list-style-type: none"> Self-motivated professional with leadership skills and a result-oriented approach towards HR function. Excellent verbal and written communication and presentation skills. Excellent interpersonal and negotiation skills. Strong analytical and problem-solving skills. Ability to adapt to the needs of the organization and employees. Thorough knowledge of employee-related statutory requirements. <p>Functional proficiency in computerised systems and in various computer software like Microsoft Office. Ability to lead initiatives to improve the HR related computerised and other systems of the organization.</p>
Job Description	<p>Key Responsibilities:</p> <ul style="list-style-type: none"> Collaborates with senior leadership to understand the organization's vision, goals and strategies for the HR function. Identify staffing and recruiting needs; develop and execute best practices for talent hiring, and management. Recruitment across functions for the group entities in coordination with the concerned departments and following set procedures for entire process including assessment of non-functional aspects of the candidates through interviews. Coordinate with various departments to facilitate the new joiners and plan and coordinate their induction. Checking and verifying the documents and reference checks for selected candidates before issuing documents for recruitment. Identify the portals and consultants and other media to be used / subscribed for recruitment and negotiate and finalise them completing all required formalities keeping emphasis on minimizing the cost of recruitment. Train the HR staff on proper utilization of these resources as well as identify candidates from reference by the group employees. Formulate, implement and manage the performance appraisal system and reviewing the same for improvement periodically. Manage the increment process and related systems in accordance with PMS and company policies in coordination with top and senior management Maintaining HR related systems and database. Monitor and manage routine matters relating to employees like attendance, discipline, handling their grievances and dealing with their performance and behaviour related issues in coordination with respective senior management team. Manage termination of employees in accordance with company policy. Initiate and administer various employee engagement programs as well as specific assignments given by the seniors in the organization. Take initiative in human resource development related events, activities and training for nurturing, developing and motivating human talent, which is an important asset of the group. Leading and managing the HR team in all aspects. Monitors and ensures the organization's compliance with relevant statutes and manage the audits of various certifications including ISO. Develop better work practices to help achieve the goals of the organisation.